

FEI 73

WORKSHOP IN

ORGANIZATIONAL DEVELOPMENT AND MULTI-TEAM BUILDING

AUGUST 5-10, 1973

**FEDERAL
EXECUTIVE
INSTITUTE**

**U. S. CIVIL
SERVICE
COMMISSION**

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~~The Institute for Research in Organizational Behavior and Development, both as part of the eight-week Residential Program in Executive Education and in special one-week programs. The first opportunity for managers to bring their teams to FEI came in August, 1971. Since then, we have presented seven similar programs and the response has been most encouraging both in numbers of participants and in follow-on activities generated at the workshops. A total of approximately 45 teams have now participated representing a wide spectrum of agencies such as FCC, IRS, Army, Navy, Commerce, Air Force, CIA, NPS, HEW, NASA, Agriculture, NSF and HUD.~~

In view of this demonstrated interest and acceptance, it has been agreed to offer the OD Multi-Team Building Workshop in August, 1973. Based on experience and in consultation with the most capable and knowledgeable trainers we could locate, we have continually re-designed our program so that executives, teams, and multi-teams will have maximum opportunity to encounter the theories, practices and potentials of Organizational Development in the work team setting. These central concepts will again be pursued:

- (a) The expanding of human potential as a basis for all organizational growth.*
- (b) The need for receptivity for change as well as a leader-manager capability to design change at the individual, organizational, and system levels.*
- (c) The centrality of the small face-to-face group (the team) to the overall performance of the organization.*
- (d) The potential for maximum payoff where interrelated teams share the experience.*

In this workshop we will give preference to interrelated teams, i.e., two or more work teams that are in direct relationship with each other in the work setting. Second preference will be given to single teams of five or more people who work together in the same organization, who are central to the decision making process, and who meet regularly on a face-to-face basis. In each of these cases it is especially desired that the Director of the work team participate in the program. Based on availability of space, applications of individual leader-managers who wish to sharpen their leadership skills will be accepted. Simulated teams will be established, and in a variety of learning situations, each will have ample opportunity to engage in one critical dimension of OD technology, team building, that will have direct relevance to their effectiveness on the job.

Time will be divided about equally between presentation of material on Organizational Development (lectures, readings, cases, etc.) and team building. The concept of multi-team or transorganizational team building is a new activity in the Institute setting. A technique of unusual promise, it is especially fruitful in developing cross-team effectiveness.

Coordinator for the program is Dr. Edward J. Jones, Professor, Federal Executive Institute. The staff will consist of faculty members of the Federal Executive Institute supported by selected OD consultants.

Nominations

This Workshop is designed primarily for work teams headed by FEI graduates. To the extent spaces are available work teams headed by other executives at levels 16 and above, or equivalent, will be accepted. There is no grade requirement for team members, except that they are determined by the leader to be significant members of the work group. Individual nominations will carry third priority. Total enrollment is limited and early receipt of nominations is urged. Representation from a wide variety of agencies is sought; state and local government officials are invited to participate. For Federal officials, Optional Form 37 (Nomination-Registration for Training) should be submitted by authorized agency representatives to the Registrar, Federal Executive Institute. State and local agencies should write to the Registrar at the Institute, Route 29 North, Charlottesville, Virginia 22903.

Facilities and Costs

The Federal Executive Institute occupies a self-contained residential and educational facility on an eight-acre knoll about one mile north of the University of Virginia campus. Private rooms are assigned all participants; and excellent meals are served in the dining room.

The fee for the workshop is \$350 and covers all basic costs: program tuition, reading materials, private bedroom, and all meals. Typically, agencies provide \$2.50 per day to the participants for incidental expenses.

Schedules and Deadlines

The Workshop will begin at 5:00 p.m. on Sunday, August 5, with a dutch treat social hour. Registration and room assignments will take place between 3:00 and 5:00 p.m. If transportation schedules require an earlier arrival, arrangements may be made for accommodations. The Workshop will conclude on Friday at 3:00 p.m.

Deadline for Nominations: Monday, July 23, 1973

Deadline for Cancellations: Friday, July 27, 1973

Substitution of eligible persons may be made up at the beginning of the Workshop.

FEI

The principal activity of the Federal Executive Institute is its Residential Program in Executive Education, which is eight weeks in duration and is offered five times throughout the year. Approximately 60 career officials who come from all the major agencies of the government participate in each session.

The purposes of the Residential Program are:

- To heighten responsiveness to national needs and goals.
- To increase appreciation for the totality of the governmental system.
- To improve knowledge of managerial processes.

Executives at the senior levels of the government (GS-16 and above or equivalent) are urged to contact responsible officials in their agencies for further information. Nominations are made by these organizations, in accord with quotas assigned by the Institute.

Address inquiries and correspondence to the Federal Executive Institute, Route 29 North, Charlottesville, Virginia 22903. Telephones: Direct Dial Commercial, Area Code, 703, 296-0181; Federal Telecommunications System, Area Code 703, 296-1295. (Area Code changes to 804 effective June 24, 1973.)